

RESIDENT HANDBOOK



U.S. Army Garrison Bavaria
Directorate of Public Works
Housing Division

USAG Bavaria



Housing Division

Dear Resident,

Welcome to USAG Bavaria! This beautiful area offers many interesting opportunities for Families and Unaccompanied personnel. Please accept our best wishes for an enjoyable tour. We are here to assist you with any housing questions or concerns.

We have more than 3300 on and off post family homes. They are town houses, row houses, duplexes, and stairwell apartments. In addition to our Family Housing, we have more than 5000 barracks spaces (E1-E6) and limited Unaccompanied Housing (UH) for Officers and Senior Enlisted personnel.

Many of the topics within this Handbook such as quiet hours, pets, requesting maintenance work, parking, and vehicle maintenance are also of interest to our Unaccompanied Residents.

Our Self-Help Improvement Program (S.H.I.P.) stores are prepared to provide you with tools and equipment to conduct minor repairs to your home. We hope that you will find time to visit the Self-Help store and take advantage of this service.

We have published this Resident Handbook to give you basic information in regards to housing policies and your responsibilities as a Resident within our community. We encourage you to familiarize yourself with its content.

We hope you have a great time while stationed here.

“Life is better in Bavaria!”

- USAG Bavaria Housing Division

Important Telephone Numbers

EMERGENCY NUMBERS – BAVARIA

	<u>DSN</u>	<u>Civilian</u>
Fire	112	(0611) 705-112
Ambulance	116	(0611) 705-117
Military Police	114	(0611) 705-114
Emergency DPW Customer Service	526-0115	09641-70-526-0115
German Police	110	
German Medical	112	

TOWER & ROSE BARRACKS HOUSING DIVISION

Building 244, Tower Barracks

	<u>DSN</u>	<u>Civilian</u>
Assignment and Termination	526-4345	09641-70-526-4345
Receptionist	526-4347	09641-70-526-4347
Private Rental (HSO)	526-4346	09641-70-526-4346
Service Orders (on and off post)	526-0115	09641-70-526-0115
Self-Help Improvement Store (S.H.I.P.)	526-4389	09641-70-526-4389
BLDG 394 Tower Barracks		09662-70-526-4130/31
Self-Help Improvement Store (S.H.I.P.)	599-4130/31	
BLDG 103 Rose Barracks		

HOHENFELS HOUSING DIVISION

Buildings 83 & 85, Hohenfels

	<u>DSN</u>	<u>Civilian</u>
Assignment and Termination	522-8515 / 8513	09472-708-8515/8513
Private Rental (HSO)	522-8516 / 8517 / 8519	09472-708-8516 / 8517 / 8519
Service Orders (on and off post)	09641-70-526-0115	09641-70-526-0115
Unaccompanied Housing	522-8511 / 8510 / 8509	09472-708-8511 / 8510 / 8509
Self-Help Improvement Store (S.H.I.P.)	522-8126 / 8127	09472-708-8126/8127
BLDG 742		

GARMISCH HOUSING DIVISION**Building 203, Artillery Kaserne**

	<u>DSN</u>	<u>Civilian</u>
Customer Service	440-3660/3531	08821-750-3660/3531
Appliances	440-3555	08821-750-3555
Service Orders (on and off post)	475-6324	09641-83-6324
Self-Help Improvement Store (S.H.I.P.) BLDG 265	440-3660/3531	08821-750-3660/3531
<u>SERVICE ORDER DESK (after hours)</u>	526-0115	09641-70-526-0115

Advanced or Early Return of Dependents (EROD)

When families no longer reside together for longer than 90 days, sponsors must immediately terminate housing. Sponsors are obligated to inform the Housing Division of all Advanced or Early Return of Dependents actions and begin the process of quarter's termination. Personnel terminating housing due to Early Return of Family Members are not entitled to TLA.

Appliance Emergencies and Repairs

Residents will need to call the work order section of the Housing Division at DSN 526-0115 or COMM 09641-70-526-0115 during normal duty hours to request repair or replacement of a damaged refrigerator. All other work orders in regards to appliances are not considered an emergency and must be submitted through ArMA.

Area Coordinators

Area Coordinators work to resolve problems and conditions brought to his/her attention by the Section and Building Coordinators. Any items the Area Coordinator cannot resolve will be forwarded to the USAG Bavaria Commander. The Area and Section Coordinators conduct meetings with Stairwell and Building Coordinators to discuss and resolve common problems, improvements, and suggestions to improve the quality of life for all Residents. Please email us at USARMY Bavaria ID-Europe Mailbox DPW HSG Customer Service usarmy.bavaria.id-europe.mbx.dpw-hsg-customer-service@army.mil to find out who your Area Coordinator is.

Army Maintenance Application (ArMA)

Maintenance and repair request application for barracks and government owned housing.

All routine work orders are to be submitted through ArMA. **Emergencies must be called in regardless of the time of day or day of the week.**



Army Liability Statement

Service members are responsible for the actions of family members who reside with them, regardless of age. In addition, they are directly responsible for the actions of all their guests, domestic employees and pets. The Service member will pay for any damage to Government property by their family member, guest or pet.

Assignment Inspection

The Assignment Inspection is a joint inspection between a Housing Inspector and the new Resident. The Housing Representative will perform an orientation brief in reference to the usage and location of items pertaining to the housing, as well as inventory Government furnishings and equipment, and check the overall condition of the housing and basement storage area. During the Assignment Inspection, Residents will receive all keys for the property, along with an

Inventory and Condition Report. Said report allows Residents a period of 14 days to note any deficiencies not detected during the inspection.

Balcony Areas

Balconies are not intended to be an additional storage room. Examples of items that will not be placed on balconies are i.e. refrigerators, deep freezers, washers, dryers, television sets, home stereos, luggage, boxes, grills and trash. Residents are encouraged to personalize their balconies but modifications must be temporary, easily removed without damaging or scarring the balcony areas and in good taste.

Basement Drains & Window Wells

Do not wash paint, gasoline, solvents, pet feces, toys etc. into the basement floor drain. Keep exterior basement windows and manholes clean and free of leaves and debris to prevent water damage and mold/mildew. This also includes exterior basement stairwell drains.

Building Coordinators

The Building Coordinator works to resolve problems and conditions that the Stairwell Coordinator brings to his/her attention. The Building Coordinator conducts bi-weekly inspections of the building and grounds ensuring that all fire and safety standards are met. Please email us at USARMY Bavaria ID-Europe Mailbox DPW HSG Customer Service usarmy.bavaria.id-europe.mbx.dpw-hsg-customer-service@army.mil to find out who your Building Coordinator is.

Car Washing

According to local law, whether in Family housing, streets or parking areas, the washing of automobiles is not authorized. Families must utilize designated car washes on and off post.

Certificate of Non-availability (CNA)

A Certificate of Non-Availability (CNA) provided by the Housing Office is an authorization to seek Private Rental housing only if Government housing is not available within 60 days of arrival. Service members are not authorized to seek a Private Rental without prior authorization from the Housing Office and issuance of the CNA.

Child Care in Government Housing

Family Child Care (FCC) certification is a requirement in order to provide childcare in government owned or leased housing. An FCC home is a certified housing unit under jurisdiction of the USAG Bavaria, in which authorized childcare is provided on a regular basis to one or more children unrelated to the care giver. Under the provision of AR 420-1, individuals providing childcare without FCC certification jeopardize their authorization to reside in government housing.

Clogged Drains

Residents may not pour grease, oil or harmful liquids etc. down the drain. Once these items travel down the pipes and sit for any amount of time, the mixture congeals and makes a solid mass that water cannot penetrate. In case of a clogged drain use a plunger which is available in the S.H.I.P. (Self Help Improvement Store). Do not unscrew the shower and bathtub drain under any circumstances. Improperly reassembled siphons will cause water leakages. These water damages are mostly not immediately visible and sometimes it takes days before you notice a wet wall or ceiling. Under these conditions you may be assessed charges for damages.

Common Areas & Stairwells

One designated common area in the basement can be used to store bikes, trolleys and patio furniture selected by the building coordinator. Residents and building coordinators are not authorized to lock common areas or rooms. It's prohibited to store any other items, equipment and material beside bikes, trolleys, grills and patio furniture in common areas. Hallways, entrance areas and stairwells are prohibited for storage including shoes and furniture. Common Areas, hallways and stairwells must be kept clean and free of items that would block the exit in an emergency. Stairwells have to be cleaned on a weekly base. Each floor should clean their section of stairwell on a rotating bases (landing down to next landing, first floor to the basement).

Conditions of Occupancy

The premises are for the sole use of the Service member and Command Sponsored dependents. Use of the unit for any other purpose is prohibited. Prior written consent must be granted to allow persons, other than temporary guests to reside in government housing.

Delayed Return of Dependents

In accordance with AR 420-1 and AE Suppl. 1 to AR 420-1, personnel may request authorization to leave family members in the community for up to 90 days after a PCS move to CONUS. Sponsor must submit a written request to the Housing Manager.

Approval is not automatic. An extension beyond 90 days is rarely granted and requires IMCOM-E and Host Nation approval.

Domestic Employees

Described as maids, nannies or housekeepers, Service members may hire domestic employees to work and reside in sponsor's Government housing, under two conditions: Compliance with Army policy and compliance with German law. Sponsors must request approval from the Housing Manager to allow a domestic employee to reside in AFH with the sponsor and his/her family. A move to larger housing, requests for additional furnishings and other housing entitlements to accommodate the domestic employee, will not be considered.

Electric Vehicles

Residents are allowed to charge privately owned vehicles (POV) in Government Owned, Government Leased and Unaccompanied quarters.

Eligibility for Government Controlled Housing

Our Government Controlled Homes are located on-post and off-post. We make every effort to consider specific requests. Offering more than one choice may not be possible if no other house is available at the time of the offer. Not having a second or third choice is not justification to decline the housing offered.

Pregnant military personnel who have no other family members may apply for AFH once they receive written verification of a pregnancy and have an approved command sponsorship for the unborn child. Normally, single pregnant soldiers may move into AFH after the 7th month of gestation.

Emergency work orders

What is an emergency? An unexpected, serious occurrence or situation could cause injury or harm to personnel or cause serious damage to government facilities.

Energy Conservation

Residents should be made aware of and practice energy conservation. The permissible temperature of 68 degrees Fahrenheit is the norm for Army Family Housing units during the heating months. Please note that during the daytime, the temperature in homes can be 68 degrees Fahrenheit and at night, the temperature is reduced to 55 degrees.

Fahrenheit Space heaters are not authorized in government housing. During summer months, Residents are expected to use shading of windows and small room fans/ventilators to maintain comfortable room temperatures. In general climate, conditions in Germany do not authorize use of air conditioning except in limited circumstances.

The US Army policy is to conserve our valuable resources. There are many good reasons to conserve the use of electricity, oil, and water:

- Conserves resources (natural and monetary)
- Reduces air pollution caused by burning
- Avoids the hot house/greenhouse effect by reducing CO2 emission
- Saves energy reduces dependence on natural

Exceptional Family Member Program (EFMP)

During in-processing, military personnel are obligated to inform their Housing Counselor of any family members enrolled in the EFMP. Those enrolled in EFMP with an architectural requirement will provide a copy of the corresponding page of their EFMP packet during in-processing to the housing counselor. This allows the Housing Counselor to project the housing which will best meet the family's needs.

Fencing and Privacy Panels

To gain permission to erect fences or privacy panels, a request must be submitted in accordance with referenced policy. Policy and request form can be obtained at the USAG Bavaria Housing Facilities Branch.

Final Inspection

The final inspection can be scheduled as soon as the resident has a confirmed port call or scheduled departure flight. The final inspection will normally be scheduled two business days prior to the port call. Holidays and weekends may require a resident to terminate his housing a day or two earlier, so residents should talk to their Housing Representative as soon as they have their port call. At the end of Final Inspection, resident will receive a clearing stamp (if inspection is passed). A Pay Adjustment Authorization (DD139) will be administered for the event of damages beyond FWT (see page 22 'Fair Wear and Tear').

Fires in Housing Areas

No fires such as campfires, bonfires, trash fires, fire baskets, vegetation fires, etc. are authorized, regardless of their size without prior written authorization. Prior inspection and written approval by Fire and Emergency Services (Fire Department) are required; permit will be issued by the fire prevention office.

The following prerequisite fire safety procedures will be adhered to when permit is issued by the fire prevention office:

- Place open flames or fires at least 50 feet away from any structure.
- Burning rubbish, plastic or any toxic material is prohibited; burn only paper, cardboard and wood.
- Do not empty hot ashes onto grass, hedges or into trash containers.
- The use of any flammable liquid (petrol or spirits) is prohibited when lighting fires.
- Never leave open flames or fires unattended; minors (under 18) must be supervised by a responsible adult at the scene. Always have a bucket or water and/or a fire extinguisher nearby.

Gazebos

Gazebos have been placed throughout our housing areas and are open for everyone to use. Therefore personal items should not be placed under or around gazebos for extended periods of time. The person using the gazebo has the responsibility to clean up the gazebo and surrounding area after the event and dispose of any trash. **Trash will not be left at the gazebo.**

Grass Cutting/Lawn Mowers

Residents are responsible for cutting the grass in front of and behind their housing. The common areas between housing units and playgrounds will be maintained by Government contract or the DPW in house work force. Residents should place their grass clippings in the Bio can. Lawns should always have a neat and tidy appearance. Grass should never be allowed to grow more than five inches in height.

Residents may borrow a lawn mower from Self Help for the duration of their tour. Residents are responsible for their accountability and serviceability while living in the housing.

Remember not to cut your grass on Sunday, German Holidays, or during quiet hour.

Hazardous Materials

Ensure the storage of hazardous substances such as fuel, oil, and antifreeze do not exceed five liters each per storage room and are stored in authorized manufacture designed containers.

Herbicide and Pesticide applications are restricted if the products can pose a negative impact to health, soil and/or plants. If uncertain, contact DPW at DSN 526-0115 or COMM 09641-70-526-0115. All products applied must have European seal of approval.

Any unknown hazardous materials discovered, hazardous material spills, leaking containers or POVs, etc. must be reported to the Fire Department immediately.

Housing Home Based Business

If you are considering operating a home-based business from your Government housing, you must request prior approval from the Garrison Commander. Requests must be in writing routed through Army Community Services and the Housing Division to determine the proper procedures for operating a business. Type of business, expected customer load and any equipment used must be included in the request.

Approval by the Garrison commander is required for all commercial endeavors. All business activities are subject to host nation tax, business licensing laws, and are explained fully in AE Regulation 210-70.

Leaving Housing Vacant

If a Service Member plans to be away from the home for more than 7 days, they are responsible for coordinating with an adult neighbor or friend to look after the home during the time gone. The Occupants need to ensure that the person they are appointing is responsible and willing to take on this responsibility.

A Notification of Absence must be filled out and signed by the appointed POC and submitted to the Housing Division.

Lockout Procedures

An emergency key for each set of government housing is maintained at the Key Control office. Residents who require access to their home during normal duty hours, from 0730 - 1600 need to call the work reception at DSN 526-0115, commercial 09641-70-526-0115. After duty hours the calls are transferred to the Installation Operations Center (IOC). If DPW has to come and open the door or no key is available and the lock has to be broken or changed, the resident will be held liable.

Lost Keys

Replacement of lost keys will be made at the Sponsor's expense. Requests for replacement keys must be made in person at the Housing Office. Residents need to process a cash collection voucher or statement of charges through the Facilities Branch. No cash will be accepted.

Outside Faucets

Outside Faucets need to be drained and stored inside the building no later than 01 October each year. Ensure that the outside faucet is turned off. Some housing may have internal shut-off knobs to turn the water off, which feeds the faucet. Turn this knob off and turn on the outside faucet until no water comes out.

Parking Policy

Vehicles will not be parked where they block access to trash containers, driveways, fire hydrants or other safety devices, nor will vehicles be parked on lawn or seeded areas. Vehicles that impede the flow of traffic or cause an immediate safety hazard are subject to towing at the expense of the owner. **Residents will not park or allow their guests to park in other resident's driveways or parking spots.**

Additionally, parking areas, shared driveways, and access roads are not to be used as a play area for children. Allowing children to play (running, riding bikes and scooters, roller skating) in these areas is a safety hazard for drivers and children, and is strictly prohibited.

Pet Policy

Pet ownership brings great joy to many people in our community. It also brings several responsibilities. Pet ownership in government housing is a privilege and is granted to residents based on their ability to meet responsibilities. Pet privileges are subject to revocation in specific instances of policy violation. **A maximum of 2 pets are allowed in government quarters.**



Owners must register their dog or cat with the post veterinary clinic within two weeks after acquiring the pet or the arrival of the pet at the sponsor's duty station. The owner must present evidence of the pet's current vaccinations at the time of registration, maintain a record, and update required vaccinations, as necessary. Pet owners must ensure that their pet's rabies tags are worn all the times.



It is prohibited to leave dogs or cats in Government housing unattended while TDY or on leave. It is prohibited to leave pets on the balcony or in the yard when nobody is home.

The breeding of pets on government property is prohibited. More than one litter per year is considered a commercial enterprise. Offspring kept longer than six months count against the two pet limit. Construction and maintenance of kennels is prohibited.

Playgrounds

Playgrounds in our housing areas are a place for children to play and have fun. **Parents are to ensure children are properly supervised and safety is observed at all times.** DPW performs routine inspections to ensure equipment is working and safe. No pets are allowed within 50 feet of playground areas. We ask that Residents assist in maintaining and removing trash from playgrounds and report any vandalism or damages to DPW for repair.

Power of Attorney

If approval is granted to utilize a power of attorney, the outgoing Service member must present this document to the Housing Office. The statement must contain the following:

To act on my behalf and perform any and all acts necessary to clear housing and return government furniture, including the right to execute and deliver any documents necessary to effect the clearance of housing and return of government furniture and the authority to pay any and all necessary expenses imposed by the USAG Bavaria Housing Office in order to secure complete clearance from my government housing located at _____.

Address

The signature of the party requesting the power of attorney and the second party acknowledging her/his acceptance and understanding must appear on the special power of attorney.

In all cases in which the usage of a power of attorney has been granted, the Service member's designated representative will take all necessary steps to ensure that the housing are cleared on or before the confirmed clearance date. A Termination Memo will be furnished to the Service member at his/her duty station once housing have been cleared.

Pre-Termination Inspection

Residents are requested to contact the Housing Office approximately 45 - 90 days prior to their anticipated departure from the community to schedule a pre-termination inspection. PCS, ETS, or Retirement Orders are not required to schedule a pre- inspection. At the appointed date and time of the pre-inspection, an Inspector will visit the housing and provide guidance to Resident on their responsibilities for preparing to terminate their housing, i.e., cleaning standards, cleaning of all appliances (kitchen/laundry), toilets, tubs and sinks, etc.

Renter's insurance is a highly recommended option that should be considered by all Residents residing in government family housing and private rental quarters. Sponsors are responsible for any damages to personal items as well as damages to the housing unit. Residents are ultimately responsible for their own actions as well as the actions of their family members, pets and guests.

Residents are reminded that the government is not liable for personal property damage due to acts of God such as lighting and storm damage. Tenants need to evaluate different policies to ensure the proper amounts, and types of coverage, which will be provided.

Prevention of Mold and Mildew

In order to avoid mold or mildew the humidity inside homes have to be kept on a low level. **Therefore, residents must ventilate daily.** If a cross draft is created for 10 minutes once in the morning and once in the evening and especially after each shower, mold and mildew should not be a problem.

In bathrooms without windows, make sure that the ventilation shaft is open. Do not close the bathroom door following showers and baths. The bathroom will benefit while cross-ventilating other parts of the house.

If black spots appear, please report immediately through ArMA.

Quiet Hours

In general, quiet hours are daily from 2200 through 0700 hours and all day on Sunday and German holidays. Quiet hours are host nation law and enforced by local military and German police authorities and apply at all Housing areas in the USAG Bavaria footprint. Some areas with government leased housing may observe different quiet hours. Residents should consult their local city for quiet hours.

Self Help Improvement Store (S.H.I.P.)

The Self-Help Improvement Store allows you to accomplish minor upkeep and repair work in a timely manner at your convenience (no more waiting for the maintenance workers to show up). Participation in the Self-Help program is mandatory. Unfortunately, Private Rental Occupants are not authorized to utilize Self Help.

Self Help Locations:

Tower Barracks: Building 394, DSN 526-4389, COMM 09641-70-526-4389

Rose Barracks: Building 103, DSN 599-4130/31, COMM 09662-70-599-4130/31

Hohenfels: Building 742, DSN 522-8126/27, COMM 09472-708-8126/27

Garmisch: Building 265, DSN 440-3660/3531, COMM 08821-750-3660/3531

Smoking in Government Housing

In accordance with Army Regulation 600-63, Chapter 4, smoking of cigarettes, cigars, and pipes is prohibited in all common areas of Government-controlled housing (i.e., stairwells and stairways, laundry rooms, basements etc.).

Where possible, smokers should be 50 feet from any residential building while smoking.

Snow and Ice Removal

In snowy weather, residents are responsible for the removal of snow and ice from entrance areas, steps, porches, driveways and sidewalks in the front and rear of their buildings/houses daily. **Snow and ice on entrance areas and shared driveways/alleys shall be removed NLT 07:00 am (09:00 am on weekends and holidays).** Snow shovels and salt/sand are available in the Self Help Store. Snow and ice shall be removed prior to sprinkling salt.

Stairwell Coordinators

This person deals directly with the resident in resolving problems, disputes and other matters within the stairwell. This is your first step in solving any problems or conditions that may occur while residing in Government housing. The Stairwell Coordinator informs the residents of their duties and responsibilities regarding conduct of family members, pet control, parking and updates the stairwell bulletin board with information relative to your community. Additionally, Stairwell Coordinators are responsible for submitting service orders for deficiencies in common use areas. Coordinators are also responsible for ensuring compliance with policies and procedures described in this handbook. Please email us at USARMY Bavaria ID-Europe Mailbox DPW HSG Customer Service usarmy.bavaria.id-europe.mbx.dpw-hsg-customer-service@army.mil to find out who your Stairwell Coordinator is.

Storage Rooms, Storage Cages in Apartment Buildings

Storage rooms must be kept clean, locked and free of materials which constitute fire/safety hazards (gasoline, charcoal lighter fluid, paints, propane gas bottles, gasoline lawn mowers, grills with propane gas, motorcycles). Basements and attics are not to be used for/as entertainment, party rooms, gym, kids play rooms, living and sleeping areas. Residents will not store excess government furnishings in storage rooms/attics and common areas. Storage rooms, basements and attics will not be used to house any personnel or animal. Attics are prohibited for use and storage. Electrical equipment is not authorized to be connected in the basement (such as freezer, refrigerator, etc.).

Swimming Pools

All swimming pools within AFH must be in a fenced in yard. Pool dimensions may NOT exceed 91 centimeters (3 feet) in height and 305 centimeters (10 feet) in diameter.

Empty and properly store pools when not in use. **When water is in the pool the sponsor or spouse will provide continuous supervision. Residents are responsible for any damage the pool may cause to the lawn.**

Swing Sets, Tree Play Houses, Garden sheds, car ports etc.

Installation of slides and other forms of children's play equipment, excluding the small plastic individual style equipment and swing sets are prohibited. Treehouses/Tree Forts and Other Constructed Buildings are not authorized. Residents who have installed such items shall remove them at their expense and may be charged for damages. Garden sheds and carports are prohibited without prior consent from the Housing Division.

Temporary Lodging Allowance (TLA) Entitlement on Arrival

The entitlement to TLA is governed by Army in Europe (AE) Regulation 37-4, which assigns the responsibility of ensuring TLA payments are kept to a minimum and correctly authorized. Entitlement to TLA depends on the availability of Government housing. If adequate housing is not available, incoming personnel may be authorized up to 60 days TLA. Extensions of TLA are at the discretion of USAREUR G1 Finance.

Extensions will not be authorized for the personal convenience of the Soldier, or for such reasons as not having bed linens, towels, pots/pans, etc. TLA ends on the day the Service Members signs for housing. **Currently the 'Plane to Pillow' Policy is in place at USAG Bavaria.**

Temporary Lodging Allowance (TLA) Entitlement on Departure

Service members residing in AFH are entitled to a maximum of three (3) days departure TLA. This entitlement is authorized due to the Housing Cleaning Initiative (QCI) which was approved for overseas locations based on a substantial savings of TLA funds.

Service members residing in Private Rental are entitled a maximum of 10 days, depending on determination of Housing Counselor. The Housing Counselor will carefully review on how many days the Service member needs for cleaning of private rental unit in combination with check out inspection and flight date.

TLA is authorized maximum of 1 day before termination inspection of AFH or PRH and is limited to Sponsors and authorized dependents only.

Termination

Residents who are clearing their Government housing due to a PCS, ETS, Retirement, or by Government authority, are entitled to Government-contract cleaning. Residents are still required to perform some cleaning, i.e. removal of all personal belongings and trash, removal of excess grease in the kitchen areas, removal of excess calcium deposits in and around sinks, cleaning of kitchen appliances. The Housing Inspector will provide detailed information during the pre-termination inspection.

The Separate or Recycle Trash (SORT) Program

Recycling is the law in Germany and, as guests; we must abide by host nation laws. Generally speaking, host nation ordinances require the separation of trash at the point of generation, i.e., our homes.

Military personnel caught violating the community policy may be subject to action under the Uniform Code of Military Justice (UCMJ) and civilian personnel may be subject to action under the United States Army Europe Regulation 27-9, Misconduct by Civilians.

Bulky items such as furniture, carpets, etc. can be taken to the recycling center.

Most household hazardous substances can be taken to the Recycling Center for proper disposal. Do not place hazardous substances in the solid waste disposal system or down the drain. Hazardous substances are considered dangerous to health and/or the environment and usually are described by any of the following: flammable, irritant, corrosive, reactive, poison, explosive, or water endangering. Common examples include paints, solvents, antifreeze, batteries, brake fluid, fuels, oven cleaners, disinfectants and motor oil.

For more information on Trash and Recycling, visit

<https://home.army.mil/bavaria/index.php/trash>

Trampolines

Installation shall be in a fenced back yard, on a flat surface, away from any potential safety hazards, and not create an adverse visual impact from the street or neighbor's home. A 5-foot clearance around the trampoline is required and includes, but not limited to, any structure, fence, shed, trees, shrubs, etc. Objects, which may cause injury, are not allowed on the trampoline.

Unit Points of Contact (POCs)/Barracks Manager for Unaccompanied Housing

There are four primary entities responsible for managing an installation's UH program – the unit, the Service member, the Housing Office and the DPW.

The unit's chain of command must take an active role in knowing how Service member's live and be responsible for their well-being. Leaders are responsible for ensuring good order and discipline are maintained at all times in UH. The chain of command has the authority and responsibility to conduct no-notice inspections to ensure that conditions in UH provide the best quality of life for all Residents.

- Assigning and terminating rooms
- Issuing room furnishings hand receipts
- Moving and handling furnishings 1 for 1 replacement
- Coordinating quarters assignment outside of unit footprint
- Key control
- Providing Soldiers access to locked out rooms
- Providing custodial services for common areas
- Inspecting quarters during assignment/termination
- Ensure SMs are registered in ArMA

Service members are wholly responsible for the housekeeping and maintenance of their quarters. Housekeeping includes the general cleaning and up-keep of the barracks room, protecting the Army's facilities investment by ensuring maintenance tasks are identified and reported and

promptly reporting incidents of vandalism and neglect of facilities, furnishings and equipment promptly to the chain of command. Service member's will take an active role in promoting energy conservation within their assigned quarters by turning off all lights and electronics in their room when not in use or occupied. The resident Service member's primary responsibilities in the UH include:

- Following established rules of conduct and joint occupancy of living in quarters
- Regularly cleaning of the latrine (including shower/tub, commode, sink, floors, windows)
- Regularly cleaning of the kitchenette and all appliances (inside and out)
- Keeping the kitchenette free of debris and/or trash
- Regularly cleaning of the floors
- Regularly maintaining living space in a high state of police and organize at all times
- Reporting any required DMO leadership

The Garrison Unaccompanied Housing Manager serves as the primary point of contact (POC) and subject matter expert (SME) for UH.

The DPW is responsible for the planning, programming, sustainment, maintenance, and repair of UH. Facilities sustainment provides resources for M&R.

Visitors in Government Housing

Visitors in a tourist status, who are guests of family housing residents, will be considered as guests for a period not to exceed 90 cumulative days, in any 365-day period beginning with the first day of visitation. Exception requests should be submitted through the Housing Division to the Garrison Commander for approval or disapproval. Multiple occupancy of Army housing by more than one family is not authorized.

Water Quality

Potable water in each area is tested regularly in accordance with the German Final Governing Standards (GFGS). Analysis results show that all installations within Bavaria have a good potable water quality. All tested parameters are below the allowed limits of the GFGS.